How to Assign a Payment Token to Members of an Organization in eFileAZ

- 1. Access the eFileAZ website (<u>www.efile.azcourts.gov</u>) and log in with administrator access.
- 2. Click on the *My Account* link from the top menu.



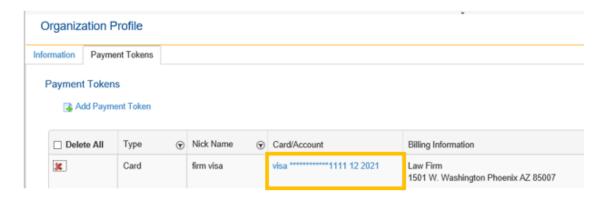
3. Click on the *Edit Organization* link in the drop-down.



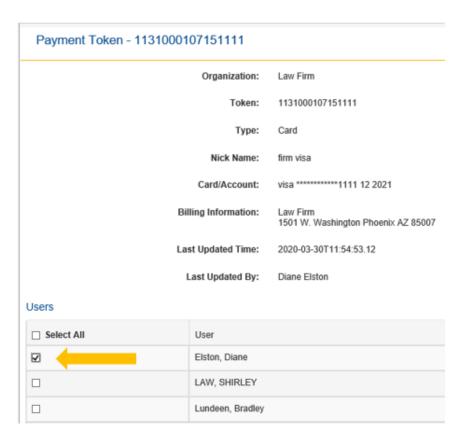
4. Select the *Payment Tokens* tab.



5. Select the *Card/Account* hyperlink in the payment token table.



6. Click the box next to the name of the user to which the payment token will be assigned.



7. Select *Update* at the bottom of the screen to save the changes.



For additional training information, please visit https://www.azcourts.gov/efilinginformation/Training

For further assistance, please contact AOC Support at 602-452-3900 or at pasupport@courts.az.gov.